

*The Neighbourhood Group (TNG) is a multi-service agency that includes Central Neighbourhood House, Neighbourhood Link Support Services and St. Stephen's Community House*

## JOB OPPORTUNITY

2022 Ongoing

<b>POSITION TITLE:</b> Relief Maintenance Worker	<b>STATUS:</b> Relief, CUPE 7797
<b>DEPARTMENT:</b> Operations	<b>CONTRACT DATES:</b> n/a
<b># HRS / WEEK:</b> Varies. No guarantee of Hours	<b>HOURLY RATE:</b> \$19.30/hr
<b>REPORT TO:</b> Facilities Manager	

**GENERAL DESCRIPTION:** The Relief Maintenance Worker, reporting to the Facilities Manager and working out of different locations, is responsible for cleaning and maintenance, ensuring safe and healthy operation of the building, and responding to emergencies as required and necessary. This position is part of CUPE LOCAL 7797.

### MAJOR DUTIES:

- Overall maintenance and cleaning of the building, including mopping, sanitizing of toilets/urinals, sinks, showers, tabletops, sweeping, vacuuming of various rooms and offices, as well as snow removal.
- Periodic washing of walls.
- Moving supplies, assisting with receiving shipments.
- Ensure a secure building and a clean, safe and healthy work environment.
- Setting up tables, chairs and /or other equipment for meetings, special events, etc.
- Experience with and adherence to emergency and fire procedures.
- Repair and maintenance of equipment, furnishings, etc.
- Responsible for building lock-up and liaison with security & emergency services if needed.
- Cleaning and maintenance.
- Maintaining sufficient inventory levels of supplies.

### REQUIREMENTS & QUALIFICATIONS:

- Minimum 2 years related training and experience with internal/external building maintenance.
- Knowledge of Health and Safety standards, building codes and fire regulations, etc.
- Knowledge of and the proper use of cleaning equipment and supplies.
- WHMIS training.
- Promptness, reliability, high level of responsibility.
- Ability to follow direction and be flexible within the work environment.
- Ability to work independently.
- Be able to lift at least 50 pounds.
- Must have telephone.
- Be available for day, evening and weekend shifts.

**To apply, submit your resume and cover letter with the position title in the subject line of your email to:**  
**careers@tngcs.org**